

## **STATE OF WISCONSIN**

### **Trauma Care Facility Site Survey Schedule**

Level III and IV Trauma Care Facilities will receive a four- six hour site review visit. The review team members will use the following schedule on the day of the visit:

#### **Opening Remarks**

**approximately 20 minutes**

The hospital administrative representative will introduce trauma team personnel, and present a brief (5-10 minute) executive overview of the hospital's trauma program. DHFS staff will provide a short introduction of the survey team members and the survey process.

#### **Hospital Tour**

**approximately 25 -- 45 minutes**

Each survey team member will individually tour your facility (Emergency Department, X-ray, Laboratory, Intensive Care Unit, Operating Room, Recovery, Surgical Unit, etc.) with a hospital representative. The surveyors may wish to independently interview hospital staff\*\*.

#### **Medical Records & Document Review**

**approximately 2 hours – 2 ½ hours**

The surveyors will review medical records, trauma related documents, and all requested attachments from pre-review questionnaire in a conference room. Hospital trauma staff is to be present, (Trauma Medical Director, Trauma Coordinator, and Trauma Registrar) to answer questions and provide information requested.

#### **Medical Records requested for review**

##### **Level III Trauma Care Facilities**

- Last 3 trauma deaths treated at your facility
- Last 5 trauma patients admitted to or transferred out from your facility with an ISS ≥15

##### **Level IV Trauma Care Facilities**

- Last 3 trauma deaths treated at your facility
- Last 5 trauma patients admitted to or transferred out from your facility

If your Trauma Care Facility maintains only an electronic record, have the following available:

1. Hard copy of patient emergency department record, Trauma resuscitation flow sheet, history and physical, operative note, and discharge summary.

*These areas must be flagged by color code in the standard medical record and printouts. A key must be provided to identify the colored flags and what they represent.*

2. Two computer terminals with personnel skilled in chart navigation

#### **Site Review Conference**

**approximately 30 minutes**

Exit interview and report preparation without facility staff present

#### **Exit Interview**

**approximately 30 minutes**

A confidential exit interview will be offered at the conclusion of the survey day. In order to facilitate a roundtable discussion, it is recommended that attendees be limited to the Administrator or designee, Trauma Director, Emergency Department Physician Director, and Trauma Nurse Coordinator.